**Pro Hire Offer Release Work Flow**

-> Recruiter raise the offer letter

-> OAT Verify Offer letter (able to modify CTC fitment)

**OAT - Add PO Components**

**| - Sending PO Components to BH**

**BH - Can able to Add or modify PO Components with remarks**

**| - Resend to OAT | if nothing modified Direct send to Finance**

OAT - Make changes in PO Components based on the remarks

| - Send to Finance

Finance - Verify PO & Upload Performa invoice

| - Send to OAT

OAT – Add PO Number or attachment

| - if (po number or attach added & Finance approved & BH approved) send to Recruiter

Recruiter – Offer Letter send to candidate

| - candidate accept or reject the Offer

Offer Accepted – Status updated to Ready for Pre onboarding

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Offer Rejected – Position Reopen